



Office of Human Resources

## Vacancy Announcement

24 HOUR DIAL-A-JOB: (202) 287-3102

AN EQUAL OPPORTUNITY EMPLOYER

**OPENING DATE:** June 2, 2005

**CLOSING DATE:** June 16, 2005

**POSITION TITLE/  
SERIES AND GRADE**

Management and Program Analysis Officer  
(Audits)  
GS-343-15  
Salary: \$108,437-140,300 per year

**ORGANIZATION**

Office of the Inspector General

**ANNOUNCEMENT  
NUMBER**

05CR-1131

**DUTY LOCATION:** Washington, DC

**AREA OF CONSIDERATION:** All candidates may apply including disabled individuals with eligibility under a special appointing authority and veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service. (If a competitive list of eligibles is requested, the applications of non-status candidates who meet the minimum qualifications for the position will be referred to the Delegated Examining Unit (DEU) for consideration. Status candidates and candidates eligible under a special appointing authority, who wish to be rated under both merit placement and DEU's competitive procedures, must submit two complete applications. If only one application is received, it will be considered under the merit placement program.) **The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application/hiring process, please call (202) 275-1102 (voice) or (202) 275-1110 (TTY).**

**DUTIES:** The incumbent works in the Office of the Inspector General and serves as Assistant Inspector General for Audits. He/she is an advisor to the Inspector General on audit management and program-related matters and oversees the planning, directing, and conducting of a comprehensive program of audits, reviews, evaluations, and special studies covering the various programs and activities of the Smithsonian Institution. Develops and implements long-range plans and programs to ensure the Office of the Inspector General (OIG) audits and evaluations address the most appropriate and important issues at the Smithsonian. Assists in facilitating communication concerning quality control and risk management with counterpart agencies also engaged in government accountability and oversight activities. Monitors and analyzes audit workload and productivity results on a continuing basis to identify areas requiring additional procedural guidance or performance standards. Conducts review of OIG audit reports and other work products for quality assurance, compliance with yellow book standards, and generally accepted accounting principles. Contracts for and manages the external audit of the Institution's financial statement audit and ensures that the audit meets quality standards. Carries out Equal Employment Opportunity (EEO) and affirmative action policies by personally supporting good EEO practices in the OIG.

**QUALIFICATIONS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is defined as experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and which is typically in or related to the work of the position as described above and should include certification as one of the following: Certified Internal Auditor, Certified Fraud Examiner, or Certified Public Accountant. In addition, an advanced degree in auditing, accounting, public administration, business administration, or a similar field is desirable.

**NOTE:** The Smithsonian does not recognize academic degrees from schools that are not accredited by an accrediting institution recognized by the Department of Education. Any applicant falsely claiming an academic degree from an accredited school will be subject to actions ranging from disqualification from federal employment to removal from federal service.

**In addition to the qualifications described above, applicants will be further evaluated by Selective and Quality Ranking Factors. Applicants are strongly encouraged to specifically address the factors described below.**

**Selective Factors:** *(Applicants must meet all of these mandatory requirements in order to be considered qualified to compete for a position.)*

1. Knowledge of generally accepted auditing practices and government auditing standards as applied to financial and compliance audits, economy and efficiency audits, program audits, and information technology and security audits.
2. Demonstrated experience in directing a professional staff in planning, managing, coordinating, and directing audits, reviews and evaluations of the activities of highly complex and diverse subjects.
3. Ability to communicate effectively in writing and to supervise and edit the writing of others.
4. Ability to communicate and negotiate with individuals and groups, internally and externally, and to represent the organization at conferences and with congressional staff and executive level officials.

**Quality Ranking Factors:** *(These factors are not mandatory to be considered for a position, but will be used to determine who are the highest qualified candidates among those who meet the selective factors.)*

1. Ability to supervise and lead teams and individuals to achieve timely, relevant and meaningful oversight products that improve programs and operations, including making work assignments, coordinating team efforts, ensuring completion of milestones, and focusing efforts on significant results.
2. Ability to and experience in planning, managing, coordinating, and directing audits, reviews and evaluations of the activities of highly complex and diverse subjects and locations
3. Ability to communicate effectively in writing and to supervise and edit the writing of others.
4. Ability to communicate and negotiate with individuals and groups, internally and externally, and to represent the organization at conferences and with congressional staff and executive level officials.

**NOTE: RELOCATION EXPENSES WILL NOT BE PAID**

**How to Apply:**

1. The Smithsonian Institution does not require a standard application form, but we need certain information to evaluate your qualifications. You may apply using a resume, the Optional Application for Federal Employment, or any other written application form you choose, including an SF-171, Application for Federal Employment. See page 3 for further instructions. (Note: If you use an SF-171, do not answer questions 38-47. Job finalists will be asked to complete a Declaration for Federal Employment. The information on this form will be used to determine suitability for Federal employment and to authorize a background investigation, if required.)
2. Clearly describe in your resume or application your work experience, education and/or training as it relates to this vacancy. It is very important that you fully address how your work experience and education/training meet **both** the **specialized experience** requirement and the **selective factors**. This information will be used to determine whether or not you are qualified for this vacancy. Selective factors establish qualifications to be eligible to compete for the position. Quality Ranking Factors are not mandatory but are used to determine who are the highest qualified candidates among those eligible to compete for the position. Therefore, it is to your benefit to provide a full description of your experience, education/training relative to the job requirements of this vacancy.
3. **Current Federal employees** should submit a copy of their most recent annual performance appraisal and a copy of most recent complete SF-50.
4. The attached Background Survey Questionnaire should be completed by all candidates, except Smithsonian Institution employees, and returned with the application. This form is for gathering statistical data and will not be a part of the application.

**Applications must be received by the closing date and may be submitted in the following ways:**

**Mail:** Smithsonian Institution, Office of Human Resources, P. O. Box 50638, Washington, DC 20091.

**Fax:** 202-275-1114

**Hand Deliver or FEDEX:** 750 Ninth Street, N. W. Suite 6100, Washington, DC.

To obtain information on the Federal Hiring Process, hear about other Smithsonian vacancies, or request vacancy announcements, an Optional Application for Federal Employment (OF-612), or an SF-171, call our automated Jobline on (202) 287-3102 (accessible 24 hours, 7 days a week). Or review our vacancies on-line at [www.si.edu/ohr](http://www.si.edu/ohr) or [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

For further information please call (202) 275-1102 (voice) or (202) 275-1110 (TTY).

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**SMITHSONIAN INSTITUTION FEDERAL POSITIONS**  
**YOUR RESUME OR APPLICATION MUST INCLUDE THE FOLLOWING**  
**INFORMATION RELEVANT TO THIS VACANCY**

**JOB INFORMATION**

- Ë Announcement number, job title, and grade level(s) of the job for which you are applying.

**PERSONAL INFORMATION**

- Ë Full name, mailing address and zip code, home and work telephone numbers (*With area code*), and Social Security Number.
- Ë Citizenship (*Provide country or countries of citizenship*).
- Ë Veterans' preference, if any. (*Attach DD-214. Submit SF-15 if claiming 10-point preference.*)
- Ë Competitive status, if any. (*If you are a current or former Federal employee, attach a copy of your most recent SF-50, Notification of Personnel Action.*)
- Ë Eligibility under special authority, i.e., applicants with a disability, including veterans, or any other applicants eligible for non-competitive appointment. (*Indicate the basis for your eligibility and attach supporting documentation.*)

**EDUCATION**

- Ë High school--name, city, state, zip code, and date of diploma or GED.
- Ë College(s)--For each college you attended, give: name of school, location (*City, State, and Zip Code*), credit hours earned (*Semester or quarter*), and type and year of degree(s), if any.
- Ë To qualify based on education; submit a copy of your transcript or list of courses (*With credit hours*), major(s), and grade-point average or class rank.

**WORK EXPERIENCE**

- Ë Describe your paid and non-paid work experience that is related to the job for which you are applying. Provide the following for each job listed:
- Job title (*Give series and grade if a Federal job*).
  - Name of organization, supervisor's name and telephone number.
  - Starting and ending dates of job (*Month and year*).
  - Average number of hours worked per week.
  - Salary.
  - A description of your duties, responsibilities, and accomplishments.
- Ë Indicate if we may not contact your current supervisor.

**OTHER QUALIFICATIONS**

- Ë **Job-related** training courses (*Title and year*).
- Ë **Job-related** skills (*For example, languages and skill level, computer software/hardware, tools, machinery, typing and/or steno speeds*).
- Ë **Job-related** certificates and licenses (*Current only*).
- Ë **Job-related** honors, awards, and special accomplishments. For example: publications, memberships in professional or honor societies, leadership and public speaking activities, and performance awards (*Give dates but do not send documents unless requested*).

**ADDITIONAL INFORMATION**

- Ë Qualifications, as well as legal and regulatory requirements, must be met within 30 days of the closing date.
- Ë U.S. citizenship is required for most Federal positions. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.
- Ë Before hiring, candidates will be requested to complete a *Declaration for Federal Employment* to determine suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of their application. Most Smithsonian positions require fingerprinting of employees hired.
- Ë Applications submitted in postage-paid Government envelopes will not be accepted.
- Ë **If you omit information requested on this announcement, your application may be rated ineligible.**

The Smithsonian Institution is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, age, religion, sex, national origin, and/or disability. Applicants who believe they have been discriminated against for any of the above-prohibited reasons may contact a counselor within 45 calendar days of the date of the alleged discriminatory act. Employment discrimination on the basis of sexual orientation, parental and/or marital status is also prohibited. For additional information, please contact the Office of Equal Employment and Minority Affairs at (202) 275-0145.

# APPLICANT SURVEY FORM

The Applicant Survey Form is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution's search and recruitment efforts. Please print all responses. **Used only for statistical purposes , the information provided is not a part of the selection process, and will have no effect on your consideration.**

Vacancy Announcement Number: \_\_\_\_\_

First Name												
Last Name												

Year of Birth: 19 \_\_ \_\_

Gender: Male \_\_\_\_\_

Female \_\_\_\_\_

How did you learn about this position? Mark all sources that apply.

1	Mass media (magazines, newspaper, radio, television, poster, telephone job hot line)
2	Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3	Information technology (Internet, World Wide Web, or SI Web site)
4	Association or organization (professional, community, religious)
5	Other (please indicate)

Identify yourself in each category: (Circle all appropriate responses)

**Ethnicity:** HISPANIC - OR - LATINO - OR - SPANISH ORIGIN (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

**Race:** Yes No

1	AMERICAN INDIAN OR ALASKA NATIVE	A person having origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment  Tribal Affiliation:
2	ASIAN	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
3	BLACK OR AFRICAN AMERICAN	A person having origins in any of the black racial groups of Africa
4	WHITE	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East
5	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Do you have any physical disabilities?

Yes

No

Large print forms may be requested from the Smithsonian Institution,  
Office of Equal Employment and Minority Affairs  
750 Ninth St. N.W., Suite 8100, Washington, D.C. 20560-0921.